

NASSAU COUNTY

**Title : SENIOR CITIZEN PROGRAM
DEVELOPMENT AIDE**

VILLAGES

Code: 090313 HFN

CLASS SPECIFICATION

Page : 1 of 1

GENERAL STATEMENT OF DUTIES

Assists in the development and implementation of a variety of group activities and self-help programs for the elderly; performs related duties as required.

COMPLEXITY OF DUTIES

Under direct supervision, the duties are routine and require giving assistance to the program development specialist.

TYPICAL DUTIES

1. Assists in the development of recreation programs, trips, and special events for senior citizens.
2. Assists departmental staff and volunteers in the implementation of senior citizen operated programs, such as bowling team, weekly luncheon, etc.
3. Assists in seeking out health, educational, and cultural activities within the village.
4. Coordinates material for distribution to workshops; maintains material and equipment in order at Senior Center.
5. Prepares materials for mailing and assists in establishing mailing lists.
6. Posts daily information of activities at Senior Center.
7. Maintains Senior Citizen Program files.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Some knowledge of the purpose and operation of senior citizen programs.
2. Some knowledge of the problems, needs, requirements, and limitations of the elderly.
3. Ability to follow instructions.
4. Ability to establish rapport with the elderly and to maintain effective working relationships with associates.
5. Ability to express oneself effectively.

MINIMUM QUALIFICATIONS

Training and Experience

1. Graduation from high school.
2. No experience requirement.

NOTE: Paid or voluntary experience in the field of gerontology, either in community program development in recreation, social work, education, health, and/or related areas, may be substituted for high school on a year-for-year basis up to a maximum of two years. Salary: \$ 60,000

If interested, submit application & resume to Chris O'Leary at the Senior Center by Thursday November 10th.